

PHILIP MORRIS U.S.A.
INTER-OFFICE CORRESPONDENCE
RICHMOND, VIRGINIA

To: C. C. Purcell

Date: May 13 1993
RECEIVED
PHILIP MORRIS MANAGEMENT CORP.
LAW DEPT - PATENT SECTION

From: L. M. Cummings

MAY 17 1993

Subject: LEGAL ENDORSEMENT OF REVISED RECORDS RETENTION SCHEDULE

VOTED _____

You will find enclosed a revised records retention schedule for the following department:

01ERAP16 - Employee Information Systems

Please review this schedule and if acceptable, please have an attorney sign, date and return the schedule to me. I will obtain the appropriate department head signature and return the original to you.

If you have any questions, please do not hesitate to contact me.

P34-R0273

c: D. F. Keane, Esq.
V. M. Murphy, Esq.

*Chris -
Pat maybe
in today -
pls
hold.*

2023601594